

VACANCY ANNOUNCEMENT FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM U.S. Mission, Canada Everytive Section (Toronto), *UNDAID INTERNSLIP

Executive Section (Toronto) *UNPAID INTERNSHIP*

Open to: Non-U.S. Citizen Students*. Candidates must be enrolled half-time or more in a trade school, technical or

vocational institute, college, university or comparable recognized educational institute in the field of International Relations, International Business, Finance, Communications, Political Science or Public

Administration as well as related disciplines.

Posting Date: October 2015 Application Closing date: Open until filled

Duration: January – May, 2016

*American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at http://canada.usembassy.gov/about-us/human-resources/internships.html.

The U.S. Consulate General Toronto is offering an internship for the winter/spring 2016 semester in the Executive Section. This is an unpaid internship; as such, an intern will not be considered an employee of the U.S. Government nor be entitled to payment for his/her service.

<u>Duties of the Position:</u> The Student Intern will work for the Consul General at the U.S. Consulate General in Toronto. The intern reports directly to the Consul General. The intern will:

- Following the consulate-wide strategic review, help prepare the final report that summarizes the strategic goals and supporting actions that will guide the work of the consulate for FY16.
- Develop a matrix of activities to be undertaken by each consulate section in support of the strategic plan
- Prepare an institutional analysis of the key institutional partners essential for implementing the strategic plan
- Draft measures of effectiveness for each of the strategic goals
- Conduct other research and writing as required by the Consul General.
- Arrange meetings and support public outreach activities for the Consul General.
- Participate in Consulate receptions and events hosted by the Consul General and other diplomatic officers.

Qualifications Required:

Experience: Completion of three years of undergraduate study in a related field strongly preferred.

Language: Excellent English written and oral communication skills are required.

Knowledge: Excellent computer skills for conducting research on the internet, and working with software such as

Microsoft Word and Excel.

Skills/Abilities: Ability to produce excellent results under time pressure. Ability to coordinate with other offices in the

Consulate.

Additional Selection Criteria:

- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be in good academic standing at current educational institute; and
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance.

Applicants are expected to commit to an internship of a minimum of 10 weeks, if participated on a full time basis, work schedules are at the discretion of the Supervisor.

To Apply:

Submit the following documentation prior to the closing date of the Vacancy Announcement:

- Completed Application form;
- Statement of Interest outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Written permission from the educational institution to participate in the internship program; and
- If non-Canadian, copies of a valid study permit or other valid documents issued by Citizenship and Immigration Canada which provides a student with legal status in Canada to undertake an unpaid internship.

By Mail: Management Office/HR, U.S. Consulate, 360 University Ave., Toronto Ontario M5G 1S4; or

By Email: TrtHR@state.gov

*Application documents can be found online at http://canada.usembassy.gov/about-us/human-resources/internships-for-canadian-citizens-permanent-residents.html

The U.S. Mission Canada is an equal opportunity employer.